

SECRET

Approved For Release 2004/05/05 : CIA-RDP55-00037A000100040017-5

12 November 1953

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Progress Report, Records & Registration Section, OTR  
for the week of 5-11 November 1953

1. Students presently in full-time OTR courses in CIA installations:

a. Basic Intelligence

(1)	Basic Intelligence Course (CS) #5	93
(2)	Basic Intelligence Course (I) #14	31
(3)	Basic Intelligence Course (I) #15	24

b. Specialized



25X1

c. Clerical

(1)	Administrative Course #48	48
(2)	Clerical Induction Training	26

TOTAL FULL-TIME OTR COURSES 311

2. Students presently in part-time OTR courses in CIA installations:

a. Basic Intelligence

(1)	CIA Indoctrination	37
(2)	Reading Improvement Course #14	
	DDP Personnel	23
	DDI & DDA Personnel	32
		55
		92

b. Management

(1)	Human Resources Program	32
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c. Clerical

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(1) Clerical Inudction Training	18		
(2) Clerical Orientation Course #76	23		
(3) Clerical Refresher Course #31			
Shorthand	23		
Typing	19		
English Usage	4	48	89

d. Language and Area

(1) CIA Language Laboratory			
Regular Classes	101		
Self-Study	130		231

TOTAL PART-TIME OTR COURSES

3. Students Presently in full-time external training:

444

a. Defense Schools

(1) Air War College	1		
(2) Armed Forces Staff College	1		
(3) Army War College	1		
(4) Intelligence Staff Officers Course	1		
(5) Industrial College of the Armed Forces	1		
(6) National War College	3		
(7) Naval War College	1		
(8) Strategic Intelligence School	2	12	

25X1

c. Management

(1) Advanced Management Program, Harvard University	1		
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d. Language and Area

(1) Program A	2		
(2) Program C	6		
(3) Program G	5		
(4) Army Language School, Monterey, California	4		
(5) Navy Language School, Anacostia, Md.	3		
(6) FSI - Near East Area & Language	6		
(7) FSI Language	5		
(8) Miscellaneous Georgetown Courses	1		
(9) <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>	7		
(10) Miscellaneous Area Courses	1		
(11) Miscellaneous Area & Language Courses	4	44	

25X1

e. Miscellaneous

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TOTAL FULL-TIME EXTERNAL

105

4. Students presently in part-time external training:

a. Language and Area

(1)		9		
		7		
		4	20	
(2)			36	
(3)			10	
(4)			1	
(5)	FSI Language	4		
(6)	Miscellaneous Area Courses	4		
	Miscellaneous Language	50	121	

25X1

b. Clerical

(1)	IBM - Washington, D.C.	9
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c.	Miscellaneous	43
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TOTAL PART-TIME EXTERNAL 173

GRAND TOTAL 1033

5. During the week one request for exemption was approved as follows:

<u>OFFICE</u>	<u>NUMBER</u>	<u>COURSE</u>
OSI	1	BIC (I)



25X1

Registrar, OTR

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